

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON MARCH 27, 2017

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, March 27, 2017 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Greg Kaaz, Chairman  
Teresa Wood, Vice Chairman  
William Daniels, Assistant Secretary  
Christi Norris, Secretary  
Richard Gervasini, Member

**Directors Absent (Excused)**

**Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Dennis Baragary, Manager of Distribution  
Gary Simanowitz, Manager of Plants  
Kayla Manning, PE, Engineer

**Others in Attendance**

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CALL TO ORDER

Director Kaaz called the meeting to order at 5:00 PM.

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Director Kaaz noted that a quorum was present.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

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BOARD MEMBER ITEMS  
OUTSIDE OF EXECUTIVE  
SESSION

Director Kaaz reported that the City Manager responded to the Board's letter to the City Commission regarding the Water Service line warranty offered by the Service Line Warranties of America. After discussion, it was the consensus of the Board not to pursue the issue further.

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APPROVE MINUTES OF  
March 13, 2017

Upon motion from Director Gervasini, seconded by Director Norris, the minutes of March 13, 2017, motion passed 5-0 ...

**RESOLVED (No. 14748)**, that the Board approved the March 13, 2017 minutes.

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CONSIDERATION OF CONSENT  
AGENDA

Upon motion from Director Norris, seconded by Director Daniels, the consent agenda, motion passed 5-0 ...

A. PAYROLL DISBURSEMENT  
OF MARCH 31, 2017

**RESOLVED (No. 14749)**, that the Board approved:

A. The payroll for the period ending March 31, 2017 amounting to gross pay of \$78,906.40 (composed of the following withholdings and deductions) Federal Income Tax - \$7,735.36; FICA- \$5,888.68; State Tax - \$2,641.88; KPERS - \$4,730.65, KPERS-buyback \$244.89, Insurance - \$2,023.81; United Way - \$171.71; Eq-flex - \$1,516.73; PEDC - \$3,025.00; Garnishment - \$625.00; Rent - \$217.50; Misc - \$27.50; and Direct Deposit - \$49,708.88 and including the following overtime amounts: Distribution - 7 hours @ \$269.13; North Plant - 18 hours @ \$527.48; South Plant - 12 hours @ \$423.42 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Special Claims \$374,708.20 and Special/ Special Claims as follows: Henry Martens Chervrolet-Cadillac \$22,816.00, Kansas Gas Service \$2,736.17, Cardmember Service \$2,217.45, Patrick Garrett \$70.00, Bruce Hunt \$70.00, Edward Kowalewski \$70.00, Dalton Tripp \$70.00, Joshua Visocsky \$70.00, Tony Visocsky \$70.00 checks be drawn on the Revenue Fund for their respective amounts.

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FEBRUARY FINANCIAL REPORT

Upon motion from Director Wood, seconded by Director Gervasini, motion passed 5-0 ...

**RESOLVED (No. 14750)** , that the Board approved the February Financial Report.

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CONSIDERATION OF WATER TAP FOR DAY CENTER

Leavenworth Interfaith requested a waiver of the tap fees for their proposed building at 3<sup>rd</sup> and Kiowa Street. The New Day Center will provide a safe warm place for people to be, transportation to essential services and help for people living in poverty. After discusion, the Board choose to deny the waiver request, but agreed to donation \$2,000.00 from the Tower Fund toward their construction. Upon motion from Director Norris, seconded by Director Wood, motion passed 5-0...

**RESOLVED (No. 14751)**, that the Board approved a donation to Leavenworth Interfaith for \$2,000.00 from the Tower Fund.

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CONSIDERATION OF FINAL PAYMENT FOR NPL FOR THORNTON PROJECT

The Thornton waterline project was completed last fall, but the retainage was not released until the final restoration was accepted. Due to the unseasonable weather, NPL completed the dirt work a couple weeks ago. Upon motion from Director Gervasini, seconded by Director Daniels, motion passed 5-0...

**RESOLVED (No. 14752)**, that the Board approved release to NPL of retainage-final payment on the Thornton waterline project of \$78,954.24.

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CONSIDERATION OF BID FOR KIOWA STREET WATERLINE REPLACEMENT

The Kiowa Street Project replaces approximately 3,000 feet of 2 inch cast iron with 8 inch HDPE. The project will eliminate dead ends and provide fire protection. A total of 3 bids were received with NPL as the low bidder at \$430,885.47.

Upon motion from Director Norris, seconded by Director Wood, motion passed 5-0...

**RESOLVED (No. 14753)**, that the Board authorizes the General Manager to award the contract to NPL in the amount of \$430,885.47.

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APPROVAL OF CONTRACT  
WITH BLACK AND VEATCH FOR  
WATER APPROPRIATION  
APPLICATION

Management has determined It is very likely that we will equal or exceed our annual water appropriation. Black and Veatch was contacted to provide the technical assistance to prepare an application to the Division of Water Resource to increase our appropriation from the Missouri River. The cost for those services not to exceed \$10,000.00.

Upon motion from Director Daniels, seconded by Director Norris, motion passed 5-0...

**RESOLVED (No. 14754)**, that the Board authorizes the General Manager to sign the agreement with Black & Veatch for assistance in filing a water appropriation application in the amount not to exceed \$10,000.00.

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REVIEW OF KDHE CAPACITY  
SURVEY

Every few year's KDHE conducts a Capacity Development Survey to find out where they can best assist public water systems. This survey requests the Governing Body review the survey, before filing.

Upon motion from Director Gervasini, seconded by Director Wood, motion passed 5-0...

**RESOLVED (No. 14755)**, that the Board acknowledge review of the 2017 KDHE Capacity Development Survey.

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REVIEW OF LEAVENWORTH  
WATER BOARD STATUTES AND  
BY-LAWS

As requested at the last meeting, Board requested the enabling State statues for the Leavenworth Waterworks Board and written "bylaws" for the Board. Staff was asked to review and make recommendations for any changes.

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### ADMINISTRATION

- Worked February Financial Statements
- SUS-internet billing

### WATER DISTRIBUTION SUMMARY

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St Waterline Replacement  
Final invoice for retainage included in agenda.
- Cherokee Street Waterline Replacement  
Documents have been received. Project is expected to start mid to late April.
- Spruce St – 19<sup>th</sup> to Terrace Waterline Replacement (2017)  
Documents have been received. Project is expected to start mid April.
- Kiowa Street  
Bids were received and are included in agenda.
- Industrial Park – 14<sup>th</sup> St, north of Eisenhower (2017)  
Project on hold.

### Well Field Road

Nothing new. Site visit revealed farmers have raised the field, almost eliminating problem area.

### City Project Summary

#### 2<sup>nd</sup> Street Storm Repair

Nothing new.

#### Eisenhower Rd

Received 80% plans for utility relocates. Some conflicts with proposed storm at 20<sup>th</sup> Street.

### Water Distribution Operations

Between March 8<sup>th</sup>, 2017 and March 22<sup>nd</sup>, 2017 the following water-distribution activities have occurred:

- Service Kills, Relocations or Repairs: (2) Kills and (3) relocations
- Valves and Fire Hydrants: (1) new 1" ball valve
- Water line break: (1) 2 inch

#### Ohio Street Booster Station

- Eaton Electrical working to resolve communication issue with automatic transfer switch.
- Phil Para with WL Cassell & Associates Inc. conducted an inspection and punch list for generator project forwarded to contractors.
- Douglas Pump Service pulled #3 booster pump for rebuild.

#### North Plant Summary

- Kersten Concrete, repairing aged and damaged concrete around basins and sidewalks.
- HVAC pre-construction meeting scheduled for March 23<sup>rd</sup>, 2017.
- Plant is scheduled to shut down March 31<sup>st</sup>, 2017 for filter valve repairs, and other seasonal maintenance, plant will be offline 2-3 weeks.

#### South Plant Summary

- Generator: concrete drive was completed March 14<sup>th</sup>, 2017.
- March 16<sup>th</sup>, 2017 Finished grade work and seeding .
- Phil Para with WL Cassell & Associates Inc. conducted an inspection and punch list for generator project forwarded to contractors.
- Sands Construction clearing trees from well field power lines, and installing platform inside sludge building.
- Douglas Pump Service started well treatment on Wells #5, 6, and 7. Gravel was found in bottom of Well #5 indicating a split seam or hole in the inner casing of Well, further investigation will follow after treatment of Wells #6 and 7.

#### GENERAL MANAGER'S REPORT

- The KMU Safety Training was held March 13<sup>th</sup>. Topic was confined space entry and procedure review.
- Completed the KDHE Capacity Survey
- Researched the State Statues, Board bylaws, and Charter Ordinances for the Board.
- Attended the preconstruction meeting for the North Plant HVAC Project March 23<sup>rd</sup>.
- Registered for the KMU Annual Conference in Wichita May 3<sup>rd</sup> to 5<sup>th</sup>.
- Reviewed the COE Missouri River Recovery Management Plan and Environmental Impact Statement. Plan to attend meetings - Missouri River RAC meeting in Atchison on Arpil 3<sup>rd</sup> and a MRPWSA meeting in KC on April 6<sup>th</sup>.
- Worked on developing a rate structure for an Emergency Water Supply contract with Fort Leavenworth.

ADJOURNMENT

There being no further business to come before the Board, Director Kaaz adjourned the meeting.

Approved \_\_\_\_\_ 2017

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Greg Kaaz, Chairman

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Christi Norris, Secretary